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| **ACCOUNTING SPECIALIST** | San Francisco, CA 12345+1 234 567-890first.last@resumeworded.comlinkedin.com/in/resumeworded |
| EXPERIENCEResume Worded, New York, NY***Accounting Specialist***January 2020 - Present* Balanced financial sheets, developed reports, income statements and major accounts for over 50 branches.
* Conducted process improvements on the existing On Account procedure, resulting in reduction of $250K in costs.
* Streamlined the AP process to reduce uninvited total from 50% to 11%.
* Led a team of 6 members to work with different clients to understand their needs and develop plans, providing 100% customer satisfaction.

Growthsi, Remote***Accounting Specialist***July 2016 - January 2020* Managed account transfers for over 100 different accounts, averaging 1 million dollars daily.
* Processed average of 60 weekly invoices for internal company accounts, and average of 90 weekly invoices for independent contractors during peak season.
* Spearheaded implementation of SAP (product costing) for 3 manufacturing facilities located in Asia, improving the process of cost estimation by over 90%.
* Reduced reconciliation discrepancies by 35% using QuickBooks, demonstrating high proficiency with the tool.

Resume Worded, Boston, MA***Associate, Accounting*** January 2012 - June 2016* Performed high volume data entry for over 150 different accounts.
* Conducted account reconciliation with 100% accuracy rate and on time.
* Maintained vendor relations by consistent communication amongst the team, and reduced vendor complaints pertaining to invoicing by over 75%.
 | SKILLS* Microsoft Access
* Intuit QuickBooks
* SAP
* Oracle Hyperion
* NetSuite ERP
* Sage 5o Accounting

EDUCATIONResume Worded UniversityBachelor of Commerce, Accounting and Business ManagementJanuary 2012New York, NY* **Awards:** Resume Worded Teaching Fellow (only 5 awarded to class), Dean’s List 2012 (Top 10%).
* Completed one-year study abroad with Singapore University.

OTHER* Volunteer 20 hours/month at the ABC foundation, leading pro-bono city projects.
* Accounting and Payroll Certification (PCP).
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